



WOMEN HELPING WOMEN HELP THEMSELVES
SINCE 1971

Job Description executive director

About us:

The Vancouver Women's Health Collective (VWHC) is a non-profit organisation helping all who identify as women, non-binary and gender non-conforming foster health, wellness and equity through feminist approaches to advocacy, shared knowledge and low-barrier programs and services. Since 1971, VWHC has supported women in their efforts to share their ideas and advocate for changes in the healthcare system; educate themselves about their reproductive health and rights; connect to female health practitioners providing women-centred care; and access fully funded or specialized care, mental health services, social housing, amongst others.

VWHC currently runs a safe and secure drop-in centre located in the Downtown Eastside and, through partnerships, facilitates access to primary care, naturopathic clinics, counselling, wellness and food security programs. Additional programs include piloting projects to enhance wrap-around care and healing for Indigenous women and the safety of women, non-binary and gender non-conforming folks.

You can bring to VWHC

- a decolonial attitude/critical thinking
- lived expertise with colonial/patriarchal power dynamics
- an entrepreneurial mindset
- a demonstrated passion for VWHC's mission
- knowledge and awareness of issues that affect VWHC participants
- in depth understanding of financial management
- advocacy skills
- empathy

You are

- dedicated
- open to learning from ground up
- resourceful/flexible/adaptable to respond to the organisation's demands (needs oriented versus role oriented)

Role description:

The executive director implements the vision, mandate and strategic direction as approved by the membership and is responsible for the successful management of the organization in accordance with annual priorities set with the board of directors. The executive director provides leadership in identifying priorities and objectives, supporting staff and committees and is overall responsible and accountable for the financial and organizational viability of the VWHC.

While maintaining oversight and ultimate accountability, the ED is a leader who relies on other team members' expertise and delegates accordingly any task associated with this work to other VWHC staff, volunteers, peers and casual team members.

The executive director (ED) embodies active external facing advocacy on issues of importance to the VWHC mandate, such as appropriate, quality health care for women, non-binary and gender non-conforming folk. They uphold and nurture a culture of decolonization in VWHC's policies and everyday interactions.

Reports to: board of directors

Key duties and responsibilities are as follows.

1. Leadership and governance

- Active external facing advocacy on issues of importance to the VWHC mandate. Be able to amplify the voices of our racialized and marginalized population groups so they are heard by mainstream institutions. Create effective collaboration among allied organization working towards similar outcomes.
- Uphold and nurture decolonization culture in VWHC's policies and everyday interactions
- Build capacity among our peers, Indigenous and impacted population groups by meaningful paid and volunteer participation
- Coordinate and participate with the Board of Directors in the process of updating the VWHC's strategic plan, annual strategic priorities/operational plan and organizational development plan;
- Coordinate and attend board and committee meetings and provide support as required;
- Report to the Board of Directors regarding work in progress and overall direction of organization, in line with the VWHC's strategic priorities; Provide annual written self-evaluation to the Board for the purpose of ED annual performance review
- Coordinate the organization of the Annual General Meeting.
- File necessary reports required under the Societies Act and Charities regulations
- Identify, assess and advise the Board of Directors of internal and external issues that affect the VWHC.
- Draft and/or recommend revisions to policies for the approval of the Board and prepare procedures to implement the organizational policies;
- Coordinate with other collective members the compliance of collective activities in relation to the policy manual, constitution and bylaws;
- Share collective duties of the VWHC with other staff, including attending monthly board meetings.

2. Operational Planning and Management

- Ensure efficient and effective day-to-day operation of the VWHC including office management systems, contract and lease management, regulation requirements, insurance; purchase and repair of supplies;
- Responsive and available to meet immediate needs of staff, participants and volunteers when coping with challenging incidents
- Ensure that the operation of the VWHC meets the expectations of its members, Board and funders;
- Ensure that the programs and services offered by VWHC contribute to its mission and reflect the priorities of the Board;
- Delegate and oversee the activities of the VWHC Resource Centre and its day-to-day administration, including:
 - volunteer/peer recruitment and scheduling;
 - reporting including monthly Resource Centre report;
 - privacy/confidentiality in interactions;
 - planning, implementation, and execution of the VWHC's programs, services and special projects;

3. Financial Management and Fundraising:

- Prepare proposals/programming budgets and annual projections with the Board Treasurer (or Budget Committee);
- Responsible for all accounts payable and accounts receivable activities, including payroll and related financial activities;
- Produce the monthly/quarterly financial statements with the bookkeeper;
- Oversee and provide information for annual financial review with the bookkeeper and accountant.
- Ensure appropriate signing authorities with Board members
- Coordinate the development and review of the annual fundraising plan which includes all relevant aspects of: individual/corporate giving, as well as special events;
- Ensure appropriate use of resources and reallocate as necessary and permissible within the confines of funding agreements, approved budgets, board procedures & policies, and sound bookkeeping and accounting practices;
- Co-investigate new funding sources or funds management in collaboration with other staff, committee and/or board members as appropriate for the enhancement of overall financial picture

- Collaborate in preparing and submitting funding proposals, applications and reports to government funders, foundations, corporations and private funders.
- Oversee the administration/management of all grants, contracts, gaming and other revenues.

4. Community Relations and Communications:

- Negotiate and administer all contracts with community partners/collaborators;
- Through coalition work, media and speaking opportunities, advocate for holistic health equity for underrepresented and underserved populations and amplify the voices of racialized and marginalized population groups so they are heard by mainstream institutions
- Create, foster and manage effective relationships with funders and among allied organizations working towards similar outcomes; and with local businesses;
- Oversee the development and execution of an effective communications strategy toward collective members, supporters, partners and stakeholders

5. Human Resources Relationships:

- Encourage team-building by facilitating open communication and positive working relationships with staff
- Ensure a safe working environment
- Supervise and support the work of all VWHC administrative staff; conduct annual performance evaluations; and review salaries according to evaluations and budget allowance
- Lead and implement staff development opportunities to assist individuals in developing the necessary skills to be successful within the organization
- Communicate with the Board regarding HR issues as required.
- Oversee the implementation of human resources policies, procedures and practices, including the development of job descriptions for all staff;
- Recruit, screen, interview and train new volunteers and peers;
- Identify volunteer and peer assignments and position descriptions that provide meaningful work;
- Support the work of all VWHC program staff; conduct annual performance evaluations; and review salaries according to evaluations and budget allowance

6. Risk Management:

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.

7. Other duties as per direction of the board (i.e. special projects)

Qualifications:

- Financial management experience including experience managing budgets with multiple funders;
- Fundraising experience;
- Experience working in a non-profit setting;
- Attention to detail, but with an understanding of the “big picture”;
- Strong administrative and communications skills;
- Ability to work collectively in a feminist and intersectional organization;
- Excellent organizational skills;
- Demonstrated initiative
- Proven ability to work successfully with diverse populations and demonstrated commitment to promoting diversity and inclusion

Compensation

The compensation for this position is \$60,000 for a 32-to-35-h week; including a 4-week vacation period. VWHC is unable to offer extended health benefits at this time.

This position is subject to a 3-month probation period and a vulnerable sector check.

Work is normally based at our office in Vancouver at 29 W. Hastings Street, on unceded Indigenous lands belonging to the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaʔɬ/Selilwitulh (Tsleil Waututh) nations.

Applications:

Please email your resume + cover letter to vwhc.jobs@gmail.com

or mail to: VWHC Hiring committee, 29 W. Hastings Street, Vancouver BC V6B1G4

Closing date for applications: This posting will remain open until position is filled; interviews will be conducted on a rolling basis. VWHC places a high value on diversity and encourages qualified individuals from all backgrounds and identities to consider applying for the position. We thank all applicants, but only those candidates selected for an interview will be contacted.

Start Date: We aim to fill the position as soon as possible to ensure adequate knowledge transfer between the new ED and exiting leadership.